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*July 20*

~~May 25~~, 1961

MEMORANDUM FOR THE UNDER SECRETARY OF STATE  
THE DEPUTY SECRETARY OF DEFENSE  
THE DIRECTOR OF CENTRAL INTELLIGENCE

SUBJECT: Standard Procedures: Paragraph 7, NSC 5412/2

REFERENCE: Memorandum from McGeorge Bundy, same  
subject, May 25, 1961

The referenced memorandum is hereby  
rescinded. The attached memorandum represents a revision  
designed to reflect the responsibilities of the undersigned in  
connection with Special Group matters.

(Signed)

Maxwell D. Taylor

Attachment

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Standard Procedures: Paragraph 7, NSC 5412/2

To facilitate implementation of paragraph 7 of NSC 5412/2 and to assure adequate staffing of NSC 5412/2 matters in advance of their consideration by the NSC 5412/2 Special Group the procedures listed below will be followed in the future:

1. Any new covert program to be recommended for policy approval by the Special Group will be made the subject of a memorandum (prepared by the Agency initiating the proposal) containing sufficient background and related information to permit careful weighing by the Special Group members of any significant policy question which should be taken into account at the time the proposed program is considered by the Group.
2. The memorandum will reflect whether the proposed program has had the benefit of prior staffing by the Departments of State and Defense (where the subject of the proposal indicates the need for such advance staffing by these Departments). Significant, unresolved points of special concern developed in the advance staffing (working level) process will be incorporated in the memorandum.
3. Whenever possible the memorandum will be delivered to the President's Military Representative, who will serve as Chairman of the Special Group, and to appropriate representatives of the other agencies on the Group, at least 36 hours before the meeting at which it is to be considered. The Chairman's copy will normally be routed through his assistant, Mr. Parrott.
4. The agency initiating the proposal will on request provide oral briefings to the President's representative or to his assistant on any aspect of the proposal which may require elaboration.
5. Following consideration by the Special Group the memorandum will be retained by the President's representative in secure facilities available for that purpose.

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6. In implementing these procedures the memorandum and its contents will be strictly safeguarded during its processing and following its consideration by the Special Group.

7. As stipulated in NSC 5412/2, the agency primarily responsible will keep the Special Group and its member departments advised on a need-to-know and secure basis of any program to which policy approval has been given by the Group.

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